

JOB DESCRIPTION

**DATE:** October 10, 2024

**JOB TITLE:** **Discipleship Coordinator**

**LOCATION:** Fort Dodge

**REPORTS TO:** Campus Pastor

**FLSA STATUS:** Full-Time, Non-Exempt

**WEEKENDS:** Yes

SUMMARY

The Discipleship Coordinator is responsible for overseeing and enhancing the church's small groups, discipleship ministries, and mission initiatives at the Fort Dodge Campus. This role will focus on fostering spiritual growth, community engagement, and global outreach while supporting the philosophy and mission of Prairie Lakes Church and its leadership team. The Discipleship Coordinator will also provide professional administrative and clerical support to the Fort Dodge Campus Pastor and will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties, in addition to these may be assigned.

* Oversee and grow small group ministries, ensuring they provide a supportive environment for spiritual growth and community building.
* Recruit, develop, oversee, and retain volunteer teams who lead discipleship programs and events.
* Monitor, manage, and cultivate increased congregational movement through the discipleship path, including faith line, baptism and membership.
* Coordinate, or oversee a coordinator, for local mission initiatives that encourage congregants to serve the community and reflect the church’s values outside the walls.
* Ensure leaders and volunteers have sufficient training and support to be successful in their discipleship and mission roles.
* Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
* Ensure a clean, safe, and welcoming environment each weekend at the Fort Dodge Campus.
* Introduce and promote opportunities for new and existing attendees to connect to the Fort Dodge Campus.
* Receive and screen communications for the Campus Pastor, including telephone and email messages, and aid and direction using independent judgment to determine those that require priority attention.
* Develop and utilize skilled volunteers for administrative tasks whenever possible to leverage staff time and use budgetary resources wisely.
* Lead volunteer teams and congregants related to missions – providing connection with global mission trips and deploying disaster relief teams as necessary.
* Work closely with other ministries to ensure cohesive strategies for discipleship and outreach, promoting a unified mission across campus activities.
* Participate in campus-specific and leadership meetings to align initiatives with overall church goals.

SUPERVISORY RESPONSIBILITIES

Supervise and coach any administrative, local missions, and other discipleship volunteers at the Fort Dodge Campus.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual’s commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate’s daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

* Degree in Ministry-related field preferred or equivalent combination of education and experience acceptable.
* Experience in management or supervision of employees and/or volunteer leaders.
* Biblical knowledge sufficient for discerning quality and theological integrity of discipleship resources.
* Experience in serving locally and/or globally in mission opportunities.

OTHER SKILLS AND ABILITIES

* Possesses strong relational skills
* Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
* Ability to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service.
* Possess strong organizational and project management skills.
* Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
* Ability to perform strenuous physical tasks, ability to climb stairs and ladders, working long hours, and have a flexible schedule.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_